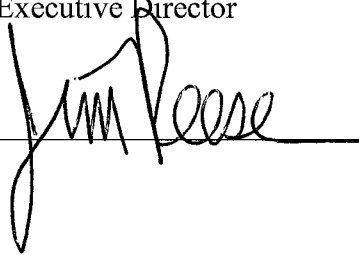


**For:** County Offices

**County Committee Meetings**

**Approved by:** State Executive Director



**1 Overview**

**A Purpose**

This notice provides information on a temporary restriction on the number of meetings COC's may hold each month.

**B Meeting Schedule**

Effective May 1, 2004, each County Committee will be restricted to one eight hour meeting per month until further notice. All COC meetings in excess of the approved one eight-hour meeting per month will be considered a special meeting and will have to have advance approval of the Oklahoma State Executive Director.

The reduction in the number of approved County Committee meetings is necessitated by the need to reduce the number of temporary FTE's used for FY 2004. County Committee workdays are counted against the Oklahoma temporary FTE ceiling.

**2 Action**

**A CED Action**

CED's shall limit the number of County Committee meetings to one eight-hour meeting per month. CED's shall request in advance in writing from the SED approval for any special COC meetings in a month.

**Disposal Date:** October 1, 2004

**Distribution:** County Offices